

# Virtual Membership Meeting Guidelines

Download the Zoom app. the Google play store and select Zoom.us and select Zoom Cloud Meetings.

Please go to the You Tube link, <https://youtu.be/mbbYqiurgeo> and watch the video on how to use the Zoom app., this app will give you an overview on how to use the controls you will need for the membership meeting.

When you join the meeting ensure your video is on, this confirms your identity for privacy and confidentiality during the meeting. You will be automatically muted during the meeting.

When you want to ask a question go the “chat” icon at the bottom of your screen. Type your name or type “question” and in the “everybody” box a drop down list of participants will appear, select Kim O’Hearn or the name we say at the beginning of the meeting and your name will be added to the speakers list.

When a motion is put on the floor to vote hit the “raise hand” button so your vote will be noted.

When you receive the meeting invite there will be attachments, please review them prior to the meeting.

The membership meeting will be recorded so we can transcribe the minutes and then the recording will be deleted.

Thank You

*Dave Murphy,*

President

# CUPE 7800 Update

## Virtual Membership Meetings

We will be resuming our membership meetings starting Tuesday March 9<sup>th</sup> at 7 p.m. We will be conducting these meetings virtually until it is safe to resume in person meetings. The meetings will be conducted via Zoom. You will need to download the Zoom Cloud Meetings-Business app. To attend these meetings you must have video and audio on your cell, tablet or laptop as we will need to confirm your identity to ensure privacy and confidentiality during our meetings. We will be limited on the number of participants for these meetings so please call the Union office at 905-385-4555 to reserve a spot. You will have to leave your name and email address and we will send you the meeting link and any meeting agenda items a few days prior to the meeting. The deadline to reserve a spot is 4 days before the meeting. If you require further information please call the Union office at 905-385-4555.

Thank you.

*Dave Murphy,*

President